

ADMINISTRATOR WORKSHEET – Educational Athletics

This worksheet is designed to supplement and enhance your orientation to the important role of educational athletics in the total educational program of your school. Please complete the requested information for your school and league.

KNOW YOUR PROGRAM

1. From the list below, check off all the sports and circle the levels that are offered by your school.

<input type="checkbox"/> Badminton (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Badminton (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Baseball (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Basketball (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Basketball (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Cross Country (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Cross Country (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Field Hockey (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Football	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Golf (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Golf (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Gymnastics (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Lacrosse (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Lacrosse (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Skiing	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Soccer (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Soccer (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Softball (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Swimming & Diving	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Tennis (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Tennis (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Track & Field	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Volleyball (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Volleyball (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Water Polo (Boys)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Water Polo (Girls)	Varsity	Junior Varsity	Frosh/Soph	Frosh
<input type="checkbox"/> Wrestling	Varsity	Junior Varsity	Frosh/Soph	Frosh

3. Identify the individuals in the decision-making hierarchy for educational athletics in your school and district.
- Board of Education (president) _____
- District Superintendent _____
- Assistant Superintendent(s) _____
- District Athletic Director (where applicable) _____
- School Principal _____
- School Co-administrators _____
- School Athletic Director(s) _____
- School Sports Booster President _____
- School Head Varsity Coaches (named previously); assistant coaches; non-varsity coaches – review roster
- School Certified Athletic Trainer _____
4. Identify the league affiliation, if any, of your school. Name the other schools in your league. Name the league commissioner of your league. Identify the North Coast Section Commissioner and Assistant Commissioner and the CIF Executive Director.

League: _____

Other league member schools: _____

League Commissioner: _____ Phone number: _____

NCS Commissioner: _____ Phone number: _____

NCS Asst. Commissioner: _____ Phone number: _____

CIF Executive Director: _____ Phone number: _____

5. Identify your school representatives to the league. Identify your league's representatives to the North Coast Section Board of Managers, Sports Advisory Committee (SAC), and Eligibility Committee. Identify the NCS representatives to the California Interscholastic Federation Federated Council.

School representative to the league: _____

League representatives to NCS Board: _____

League representatives to NCS SAC: _____

League representative to NCS Eligibility Committee: _____

NCS representatives to CIF Federated Council: _____

TAKE RESPONSIBILITY

6. Name the school and/or district publications that deal with athletics. Where can you find these documents?

PUBLICATION

LOCATION

7. How can you access the following governance documents? Who is the custodian of these documents at your school?

League Constitution and Bylaws: _____

NCS Constitution and Bylaws: hard copy: _____

or NCS website (www.cifnics.org)

NCS Student Eligibility Bylaws: hard copy: _____

or NCS website (www.cifnics.org)

NCS Sports and General Rulings Handbook: hard copy: _____

or NCS website (www.cifnics.org)

CIF Constitution: hard copy: _____

or CIF website (www.cifstate.org)

8. At your school, who is responsible for the supervision and evaluation of coaches? _____

If you are responsible for the supervision and evaluation of coaches, which coaches will you be working with this year? _____

9. At your school, who is responsible for assigning administrators and teachers to athletic event supervision? Does your school have guidelines or a general plan for athletic event supervision?

Note: The NCS has a PowerPoint program on athletic event supervision to assist schools in planning.

10. At your school, who is responsible for oversight of the athletic budget? Who monitors the expenditures of Sports Booster Club funds?

11. At your school, who is responsible for monitoring student scholastic eligibility? Who tracks transfer student eligibility? Who is responsible for checking the age, eight consecutive semesters, and the four seasons of sport limitations?

12. In your school and district, how are decisions made to add sports, to eliminate sports, or to change seasons in which the sports are offered? How is gender equity addressed in the management of your school's athletic program?

13. In your school and district, what opportunities and/or requirements exist for coaching education for both on-campus and off-campus coaches? Who is responsible for managing coaching certification requirements and what is the reporting system for clearing coaching applicants?

14. At your school, who posts coaching openings, accepts applications, interviews candidates and hires coaches?

15. At your school, who determines equipment needs, places orders for new equipment, maintains equipment inventory, and arranges for the annual re-certification of protective equipment?

16. What are your school and/or district policies regarding the transportation of students to athletic events? Who is responsible for arranging for bus transportation or volunteer drivers?

WORK WITH PARENTS

17. At your school, which administrator is responsible for working with the Sports Booster Club? Do you have policies to govern how the Sports Booster Club supports the various teams?

18. At your school, what systems are in place to provide for communication between the coaches and parents, the coaches, athletic director and administrators, and the administrators and parents on topics related to the athletic program?

19. At your school, what steps are taken to ensure that parents and other spectators demonstrate positive support for the school teams and good sportsmanship?

20. Do you have ideas to improve the educational athletics program at your school, in your league, in the North Coast Section, or in the California Interscholastic Federation? Please share your ideas with your school's athletic director and principal. Issues can be addressed within your local league and then with the appropriate North Coast Section governance committees and/or staff.

PLEASE DIRECT YOUR QUESTIONS TO YOUR SUPERVISOR AND STAFF.

THANK YOU

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